

# MEETING ROOM POLICY

## *Rules and Regulations*

The East Islip Public Library welcomes the use of its meeting room for activities of a civic, cultural, or educational nature and for the discussion of current public questions. The meeting room is not available for purely social or religious purposes, for the benefits of private individuals or commercial concerns, or where, in the judgment of the library director, disorder may be likely to occur. Since the meeting room is for the use of nonprofit organizations, profit-making organizations are not eligible to schedule the meeting room. The meeting room is available to nonprofit groups in the East Islip Public Library District regardless of the beliefs or affiliations of their members. Duly constituted continuing political groups may use the meeting room, but temporary committees for the advancement of an individual's success in a political campaign shall be denied such use. *The Library reserves the right to restrict access to any room at any time for any reason.* Library sponsored programs will be given preference for use of the meeting room. It is understood that all meetings held will be open to the public should anyone wish to attend. Upon adequate notice and for adequate reasons, the Library reserves the right to revoke permission to use the meeting room.

## *Reservations*

Application for the use of the meeting room should be made to the library director as much in advance as possible. No meeting room may be used without the express permission of the library director. It is the responsibility of the group to apply for use of the meeting room. Applications for use of the meeting room must be submitted every year.

## *Fees*

There will be no charge for use of the meeting room. There will be a \$50.00 charge assessed to any group that does not vacate the premises prior to the time the library closes. An additional \$25.00 will be assessed for each half hour over said closing time. Groups, however, will be held responsible for any damage to the meeting room as result of the group's use.

## *Regulations*

Each organization requesting use of the meeting room must observe the following regulations:

1. No admission fee may be charged, nor may a collection be taken. The only exceptions are in the case of paid registration at Library sponsored programs.
2. No product or service may be permitted to be sold, except in the case of payment of materials required for Library sponsored programs.
3. No printed materials may be distributed on Library property without permission of the library director. Requests for permission to display exhibits will be treated in like manner.
4. REFRESHMENTS ARE ALLOWED TO BE SERVED ONLY WITH WRITTEN PERMISSION OF THE LIBRARY DIRECTOR. ALCOHOL and SMOKING IS PROHIBITED.
5. Organizations requiring audiovisual equipment will make their own arrangement; the Library does not provide these.
6. Any organization or group using the meeting room will be responsible for setting up the rooms according to its own needs. The Library staff will bear no responsibility. The organization or group using the meeting room must restore the room back to its original condition. That includes cleaning and disposing of all materials used for crafts, decorations, refreshments, etc.
7. All publicity (e.g., poster, brochures, or radio, or television announcements) must carry the name of the organization sponsoring the meeting. The Library may not be identified as a sponsor.
8. Neither the name nor the address of the Library may be used as the official address or headquar-

ters of the organization.

9. Youth organizations using the meeting room must have at least one adult (21 or over) present at all times.
10. If a meeting is canceled, the library must be notified as far in advance of the date as possible.
11. The Library is not responsible for lost or stolen articles.
12. No program in the library may be broadcast or televised without permission of the library.
13. The scheduling of the meeting room during hours the Library is not open is prohibited. All meetings must end and the meeting room cleared by the time the Library closes.
14. If a hearing-impaired person or persons so requests at least one week before a meeting, the group or organization using the meeting room must provide a sign-language interpreter.
15. No group or organization using the meeting room will discriminate on the basis of race, color, national origin, sex, religion, age, or handicapped status in the provision of services.
16. ***Groups of 8 or less participants may apply for use of the Meeting Room. Face mask must be worn covering the nose and mouth at all times. The organization, applicant and participants agree to follow all of the Library's rules involving social distancing, and will assume the risk and hold the library harmless related to any possible COVID-19 exposure.***

Program Code: EIA \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime phone no. \_\_\_\_\_ Evening phone no. \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Dates: \_\_\_\_\_

Meeting Time: from \_\_\_\_\_ to \_\_\_\_\_ Number of Attendees: \_\_\_\_\_

**(Every "2nd Tuesday or every 3rd Wednesday" is not acceptable, actual dates and times are required)**

Name of Organization: \_\_\_\_\_

Room Setup: Audience Style  Horseshoe  Chairs and Tables Only

Other: \_\_\_\_\_

Equipment needed: \_\_\_\_\_

**Please Sign:**

Signature of Applicant

Print Name

Date

Adopt-

Revised: November 2020